



Community Workforce Coordinator

Job Description and Application

Application Coordinator

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Organization Overview

The Economic Development Council's (EDC) mission focuses on high-leverage, place-based activities that improve the economic well-being and quality of life for people in Jefferson County, and the living systems in which we are embedded.

We do this by convening businesses, nonprofits, local jurisdictions, and community partners. We use a relational approach in supporting self-organizing networks, actively connecting our community to business development resources and economic information. EDC Team Jefferson works to diversify and strengthen a resilient and regenerative economy in Jefferson County.

The EDC is Jefferson County's primary source for economic development-related information and doorway to business support services. The organization initiates and facilitates collaborative projects and strategic partnerships. We provide specialized confidential consulting and technical assistance to existing, start-up, and relocating businesses to build business resilience throughout Jefferson County. The EDC links resources throughout the local economic ecosystem, develops channels for access to capital, and advocates for local business. The organization strives to elevate systemic thinking and innovation as well as collaborative efforts to cultivate the conditions for transformative change.

The EDC is developmental in philosophy and action. The organization strives to be a vehicle through which employees can develop skills and capabilities in alignment with how each staff member seeks to grow and contribute.

Recompete Grant Overview:

The Recompete Pilot Program, funded by the U.S. Economic Development Administration (EDA), is designed to support economically distressed communities by addressing workforce challenges and increasing access to quality jobs. This program aims to invest in projects that promote job creation, build workforce skills, and connect residents with living-wage employment opportunities in their local communities. Jefferson County was awarded funding through this grant to develop and implement strategic workforce initiatives that will strengthen our local economy and improve access to training, education, and career opportunities.

EDC's Role in the Recompete Project:

The Economic Development Council (EDC) of Jefferson County is serving as the local workforce backbone organization under the Recompete Pilot Program. Our role is to convene key workforce development partners, including local employers, educational institutions, career and technical education programs, and community organizations. The EDC will lead efforts to gather

industry data, facilitate communication and collaboration, and maintain a comprehensive workforce development strategy for Jefferson County. This work will result in increased awareness of living-wage jobs, improved access to locally offered training opportunities, and stronger support for businesses to meet their workforce needs. By building this capacity, the EDC aims to create a more resilient, equitable, and well-connected workforce ecosystem that benefits both residents and local employers.

Workforce Role: Community Workforce Coordinator

Location: Jefferson County, WA. In-person at our Port Townsend office; hybrid-flexible

Status: Seeking to fill a salary position, 40 hours per week. Expected schedule will be normal “business” hours, typically 9 - 5 PM Pacific time.

Compensation: Based on experience, up to \$80,000/year.

Benefits: EDC Team Jefferson does not provide employer-sponsored health insurance at this time. To help employees cover the cost of their healthcare-related expenses, we provide a \$500 stipend per month. This amount may be considered part of an employee’s taxable income, but we encourage all employees and applicants who have questions about the taxability of this amount to consult with a tax-professional or an accountant.

Start Date: Position available immediately, starting no later than June 1st, 2025.

Job Summary: EDC Team Jefferson seeks a passionate and experienced Community Workforce Coordinator with a deep understanding of Jefferson County, WA. The successful candidate will be responsible for bridging the gap between local industries, educational institutions, school districts, and programs offered by the State of WA and the Olympic Workforce Development Council. This role involves grant administration and reporting, conducting surveys, performing interviews, and facilitating collaborative efforts to strengthen the local workforce.

Key Responsibilities

1. Community Engagement and Stakeholder Development

- o Provide visionary leadership and strategic direction for workforce development efforts in Jefferson County based on data and employer input.
- o Contribute as a working member of the Workforce Development Committee at the EDC and ensure the Committee’s efforts align with strategic goals.
- o Engage with regional career and technical education advisories and workforce development councils. Share insights and align with broader regional efforts.

- o Build and maintain strong relationships with local industries, educational and training programs, school districts, community organizations and workforce programs.
- o Act as a liaison between these groups to foster collaboration and drive workforce development initiatives.
- o Regularly communicate progress and outcomes to stakeholders, including local government, industries, and educational institutions.
- o Proactively assist in getting stories into local media about the various workforce development initiatives via photos, press releases, invitations to events, etc.

2. Grant Assistance/Administration

- o Provide guidance and support to organizations writing workforce development or Career Tech grants.
- o Identify funding opportunities for grants that could be initiated by the EDC. Assist the EDC team and other relevant stakeholders with grant writing and management.
- o Help articulate workforce development needs in Jefferson County to potential funders; assist with development of diverse grants and gifts to support workforce efforts across the community.

3. Research, Analysis, and Reporting

- o Maintain and update the workforce development plan.
- o Design and conduct surveys to assess workforce needs, skills gaps, and opportunities within Jefferson County.
- o Analyze data, compile, and post reports to the EDC website informing grant writing, decision-making and program development.
- o Track the effectiveness of workforce development initiatives and provide regular reports to stakeholders.
- o Make recommendations for program improvements based on data analysis and community feedback.

4. Program Development & Coordination - Connecting People to Jobs

- o Collaborate with local partners to collect and communicate workforce development needs.
- o Coordinate with educational institutions to develop training programs that meet the needs of local industries.
- o Facilitate the connection between job seekers and available resources.
- o Develop or enhance programs with partner organizations that include career prep, job placement, pre-apprenticeship and post-secondary training.

Desired Qualifications

- **The applicant must be a resident of Jefferson County upon start date, or within a predetermined amount of time agreed upon by both the applicant and the Executive Director.**
- **Local Knowledge:** In-depth understanding of Jefferson County, WA, including its industry sectors, educational institutions, and community dynamics.
- **Education:** Bachelor's or advanced degree in a related field preferred (e.g., Workforce Development, Public Administration, Education, or a similar field), or prior experience in workforce development role.
- **Experience:**
 - Proven experience in workforce development, community engagement, or a related field.
 - Experience in grant writing, conducting surveys, and performing interviews.
 - Leadership experience and demonstrated ability to manage complex programs and partnerships.
- **Skills:**
 - Excellent interpersonal communication skills - written and verbal.
 - Ability to build and maintain collaborative relationships with diverse stakeholders.
 - Proficient in data analysis and report writing.
 - Excellent organizational and project management skills.
- **Technical Proficiency:** Familiarity with Microsoft Suite, Google Drive, grant administration, survey tools, and data analysis software a plus.

Preferred Qualifications

- Experience working with WorkSource WA, Olympic Workforce Development Council or similar workforce development organizations.
- Career and Technical Education leadership experience is highly desirable.
- Familiarity with Jefferson County's business ecosystem, community benefit organizations and schools is desirable.
- Prior experience in rural community development.

Application Process: Interested candidates should submit a resume, cover letter, and a writing sample (preferably a grant proposal or report) to admin@edcteamjefferson.org. Applications will be accepted until **April 15, 2025**.

Equal Opportunity Employer: *EDC Team Jefferson is an equal opportunity employer and encourages applications from all qualified individuals, including minorities, women, and individuals with disabilities.*